

Meeting Minutes

Education Council

Date: 3 May 2023

Time: 2:30-4:30pm

Meeting location: SE40, Royal Oak Boardroom

In attendance: Eric Fry, Chair; Shawna Waberi, Vice Chair; Michael Currie, Vice Chair; Andrea Matthews; Bobby Davidson; Edward Fajardo; James Rout; Kirksal Icoz; Margareta Dovgal (Zoom); Morgan Westcott; Shan Satoglu; Stephen McMillan; Tanya Fuchs (Zoom); Jennifer Figner; Angie Chan; Gigi Machtaler; Lyle Reid.

Official Guests: Erika Ram; Laura Vail; Jan Smith.

Minute taker: Kerri Macmillan

Regrets: Giovanna Catussi; Tami Pierce; Scott Paterson; Andrea Ralph; Celine Lorient.

Chair Eric Fry called the meeting to order at 2:31.

1. Eric opened the meeting with an Acknowledgement of Territories. The British Columbia Institute of Technology acknowledges that our campuses are located on the unceded traditional territories of the Coast Salish Nations of Musqueam, Squamish, and Tsleil-Waututh. He also shared information on "[Decolonize First](#) a liberating guide and workbook for peeling back the layers of neocolonialism".
2. Approval of Agenda
MOTION: It was moved by Morgan Westcott and seconded by Edward Fajardo that the agenda as amended (5.2 b change to Decision) be approved. The motion was carried.
3. Approval of Education Council Meeting Minutes
MOTION: It was moved by Gigi Machtaler and seconded by Kirksal Icoz that the Minutes of 8 March 2023 be approved. The motion was carried.
4. Business Arising from the Minutes
 - 4.1 Revised Bylaws and Procedures
Following the Notice of Motion item 7.2, the revised Education Council General Bylaws and Standing Procedures were shared to the council asking for feedback. The revisions came from the annual review of the documents. A suggestion was made to confirm the spelling is correct throughout the document.

MOTION: It was moved by Shawna Waberi and seconded by Edward Fajardo that the revised bylaws and procedures be approved.

The motion was carried with one abstention.
 - 4.2 Jackie Gruber, Director, RDI will present on accessibility compliance initiatives at the June 7 Education Council meeting.
 - 4.3 The suggestion of creating a tracking dashboard is being discussed at the Executive committee who is supportive of this concept and looking at ways to communicate updates effectively.
5. Reports
 - 5.1 Report from the Chair – Eric Fry.
- EdCo Indigenization Reconciliation action group met in April to discuss ideas for increasing engagement on EdCo and strategizing how to approach the Calls to Action. Eric encouraged more members to join the group

by reaching out to Eric or Kerri.

- Nominations for EdCo seats close May 5 at noon. Thank you to Peter Warren for coordinating the nominations and elections.
- Today is the last council meeting of the year. Eric thanked everyone for their dedication to EdCo with the hope that many members will return.
- May 25 will be the EdCo year-end lunch.
- June 7 will be the first meeting of the new year when elections of the Chair and two Vice-Chair roles will be held. If interested in becoming a Chair or Vice-Chair reach out to Kerri two weeks prior so it can be discussed at the Executive committee meeting as they are the nomination committee for the Chair and Vice-Chair positions.

5.2 Institutional Report, Interim VP Academic – Jennifer Figner

- Premier David Eby, Minister Selina Robson, Minister of Post-Secondary and Future Skills, and Minister Brenda Bailey, Minister of Jobs, Economic Development and Innovation, attended the BCIT Annacis Island Campus May 2 for an announcement about the province's new [StrongerBC: Future Ready Action Plan](#).
- BCIT recently created the website for and will be coordinating the provincial initiative [TradeUp](#)
- BCIT hosted a delegation from Singapore's Institute of Technical Education who are interested in partnering with BCIT.
- Jennifer met with the incoming President Dr. Jeff Zabudsky who will start July 11. He will be participating in EdCo in September.
- Kacem Habiballah, Interim Associate VP is involved in the developing Digital Learning Strategy.

a. Program Cancellation

Advanced Certificate in Sustainable Business Leadership, SoB+M

This Advanced Certificate was changed into an Advanced Diploma in Sustainable Business Leadership through a major change process. An Advanced Certificate in Sustainable Business was also created using a sub-set of courses and provides a laddering opportunity. There are no current students and faculty are teaching in the new program.

The duty of Education Council, as per Policy 5405, is to ensure the process for program cancellation has been followed and provide advice to the Board of Governors as required.

MOTION: It was moved by Morgan Westcott and seconded by Shan Satoglu that Education Council advises the Board of Governors that the recommendation to cancel the Advanced Certificate in Sustainable Business Leadership was carried out in accordance with the requirements of Policy 5405.

The motion was carried.

b. Program Suspension - Associate Certificate in Computer Systems Foundation, SoCAS

For informational purposes, Jennifer advised council that the Associate Certificate in Computer Systems Foundation, has been approved for suspension.

5.3 Program Review

a. Final Recommendations and Action Plan

i. Forest and Natural Areas Management Diploma, SoC&E

Wayne Hand, Dean of Construction and the Environment acknowledged the hard work of the department and provided highlights including positive outcomes of a new safety week and field school, a department succession plan, and best practices with updated procedural issues.

b. One Year Status Report

i. Bachelor of Engineering in Electrical Engineering, SoE

Andrea Frisque, Dean of Energy acknowledged the work of the department. This program was accredited by Engineers Canada and received the maximum of six years approval. Andrea highlighted the representation of women in engineering and this program are generally low however faculty is well represented in this program. There have been a variety of efforts to increase the numbers in collaboration with other engineering programs at BCIT with a recent reinvigorated the Women in Engineering student club.

5.4 Report from Students – Tanya Fuchs

- Elections completed March 31 with 10 out of 12 seats filled. There will be a by-election alongside the EdCo election.
- The recent referendum resulted in support for the Food Pantry program.
- SA Fee increases will be in place for September, the first time since 2016.
- Successful April events: DTC De-Stress Day; Clubs Food Drive; and Karaoke in Habitat Pub.

6. Report from Standing Committees

6.1 Programming Committee – Shawna Waberi

The Programming committee met on Mar 29 and Apr 19 and reviewed the following:

a. Major Program Changes

i. Diploma in Accounting, SoB+M,

Changes to program aim and goals, with revisions to six courses and added two new courses. Decrease from 121 to 111 credits. Addition of EDI, ESG and indigenization curriculum as well as the removal of redundant information.

MOTION: It was moved by Kirksal Icoz and seconded by Michael Currie that the proposal for a major change to the Diploma in Accounting be approved.
Questions were answered from the floor.

The motion was carried.

ii. Diploma in Finance, SoB+M

Changes to program aim and goals, with revisions to seven courses and four new courses as well as balanced the workload across all terms. Addition of EDI, ESG and indigenization to the curriculum. Decrease from 121 to 111 credits.

MOTION: It was moved by Morgan Westcott and seconded by Michael Currie that the proposal for a major change to the Diploma in Finance be approved.

The motion was carried.

iii. Diploma in Financial Planning, SoB+M

Changes to program aim and goals, with revisions to seven courses and five new courses. Added new content in digital ethics and a targeted tax course. Better balance of workload across the terms and added EDI, ESG and indigenization curriculum. Credits reduced from 118.5 to 111.

MOTION: It was moved by Angie Chan and seconded by Gigi Machtaler that the proposal for a major change to the Diploma in Financial Planning be approved.

The motion was carried.

iv. Bachelor of Technology and Advanced Certificate in Forensic Investigation, SoCAS

Curriculum changes to the two credentials each with three options. Program goals of the BTech updated to better meet current industry needs as well as a plan to increase the understanding and reciprocity among Indigenous and non-Indigenous people. Changes included addition of new courses and removal of existing courses, streamlined entrance requirements and removal of the 200-hour work experience graduation requirements from the BTech.

MOTION: It was moved by Edward Fajardo and seconded by Shan Satoglu that the proposal for a major change to the Bachelor of Technology and Advanced Certificate in Forensic Investigation be approved.

The motion was carried.

- v. Diploma in Telecommunication Systems, SoE
Name change and amalgamation of two options into one program to better reflect changes in the industry. Graduates will be better equipped to work in both radio and network fields. Course code changes from TELX and TRFX to DCOM.

MOTION: It was moved by Bobby Davidson and seconded by Kirksal Icoz that the proposal for a major change to the Diploma in Telecommunication Systems be approved.
Questions were answered from the floor.

The motion was carried.

- vi. Diploma in Fish, Wildlife and Recreation, SoC&E
Changes to remove redundancies, update content relevancy, and add new content topics with additional content on Indigenous perspectives as well as the addition of a field school. Will have a common first term with the Forest and Natural Areas Management diploma. Reduction from 130 to 112 credits.

MOTION: It was moved by Kirksal Icoz and seconded by Michael Currie that the proposal for a major change to the Diploma in Fish, Wildlife and Recreation be approved.

The motion was carried.

Eric thanked the programming committee members for their work this past year.

6.2 Policy Committee – Michael Currie

- Policy 5012 Assigning of Credits to Courses policy and procedures documents are out for community 30-day consultation. The feedback period may be extended by one week due to the login challenges at the beginning of the process.
- Policy 5110 Attendance, the working group is going through the feedback received from the consultation process.
- Policy 5103 Student Evaluations, the working group and LTC are reviewing the documents.
- The working group is developing draft documents for the new Withdrawals, Leaves & Refunds policy.

Eric thanked the policy committee members for their work this past year.

6.3 Educational Technology and Learning Design Committee – Erika Ram

- The committee met on March 22.
- Dan Block is now the vice chair of the committee. A new member representing ITS is being sought.
- Endorsed the job aid “Introduction to Generative AI Tools” collaborated on by LTC, ETLDC and Library staff. <https://www.bcit.ca/learning-teaching-centre/news-events/>. This tool is well received by the committee and acknowledges the hard work and constant changes in this industry.
- Many items are in development such as PD day panels, an Academic Integrity and AI toolkit for faculty, and Bongo replacement.
- The collaboration of areas across the campus is to be commended.
- May 10 next meeting

7. New Business

7.1 English Language Proficiency

Jan Smith, Registrar, explained suggested changes to the English Language Proficiency for entrance requirements for all programs. Wide consultation across the institute has received a positive response. Changes will begin for the Spring 2024 admission cycle. An endorsement from EdCo is another positive step in the consultation process.

MOTION: It was moved by Shawna Waberi and seconded by Shan Satoglu that Education Council endorse the English Language Proficiency Assessment table to assess English Language proficiency standards for entry requirements at BCIT for both domestic and international applicants at the undergraduate and graduate levels. This is to be implemented for program intakes from May 2024

onwards.
Questions from the floor were answered.

The motion was carried.

MOTION: It was moved by Shan Satoglu and seconded by Shawna Waberi that Education Council endorse discontinuing the requirement that any applicant to BCIT has to complete a minimum of two years full-time education in English in an English speaking country. This is to be implemented for program intakes from May 2024 onwards.

The motion was carried.

8. Any other business
None
9. Next Meeting: 7 June 2023, 2:30-4:30pm @ SE40-Royal Oak Boardroom
10. The meeting was adjourned at 4:22pm.